



LOGISTICS READINESS CENTER – MIAMI
TRANSPORTATION
SERVICES BUILDING
9301 NW 33rd ST Office A1031
DORAL, FL 33172



Driver & Vehicle Request Form
(Distinguished Visits Only)

Today's Date: _____

*** Please include a copy of the proposed itinerary and/or Mission Concept.
Notify the Vehicle Dispatch Desk at X1713 or the Transportation Fleet
Manager at X2991 of changes or cancellations of mission updates.***

*** In case of EMERGENCY in which a driver cannot be reached at the moment of a mission
please contact Ms. Turner at (954)649-8627.***

Date(s)/Time of Activity/visit: _____

Action Officer Information: _____/
(Rank/Last Name/First Name/Phone Ext.)

Escort Officer Information: _____/
(Rank/Last Name/First Name/Phone Ext./Cell Phone.)

Name of Distinguished Visitor: _____/
(Title/Rank/Last Name/First Name)

Name of conference or activity: _____

Size of party: (both official/unofficial): _____

Type and number of vehicle(s) required: _____
(Sedan, Mini Van, DV Van, 9/12/15 Passenger Van, Bus, etc.)

Departure Location & Time: _____

Returning Location & Time: _____

Pick up location at MIA will be in front of concourse "E", third lane lower level at the BUS TERMINAL.

Requestors Name: _____ Signature: _____

*******FLEET MANAGER USE ONLY*******

Assigned Driver(s): _____

Assigned Vehicle Tag(s): _____

Overtime required: Yes No Total hours required: _____